THIS MUST BE RETURNED BY _____

Arthur Andersen & Co.

1SU PM&S SENIOR/STAFF PERFORMANCE EVALUATION

Name Adrian Foste Position _____

Division/Group Technology Services/DEC Group Rated by Rich Chang

Review period from 5-21-90 to 8-24-90 Employment Date _____

Experience: with AA&Co. _____ years _____ months; in job _____ years _____ months

ANALYSIS OF PERFORMANCE

Please review the Principal Accountabilities listed at the end of this individual's Position Description, and then place a check-mark (√) on each scale at the point which most clearly reflects your observation of this individual's performance. Please comment further on the individual's strengths and weaknesses in the area provided in each section. Consider performance over the entire review period, rather than basing your responses on a single incident or only on the most recent performance.

No Basis	JOB KNOWLEDGE	EXCEEDS REQUIREMENTS		MEETS REQUIREMENTS		REQUIRES IMPROVEMENT
		Consistently	Occasionally	High	Average	
	Demonstrates full understanding of job requirements	✓				
	Provides creative input and innovative ideas	✓				
	Identifies problems and develops practical, workable solutions		✓			
	Demonstrates the ability to analyze data and develop logical conclusions		✓			
	Provides necessary documentation and support for conclusions		✓			
	Demonstrates technical proficiency/currentness	✓				
	Takes advantage of self-development and training opportunities		✓			

STRENGTHS AND SUGGESTIONS FOR IMPROVEMENT:

No Basis	COMMUNICATION SKILLS	EXCEEDS REQUIREMENTS		MEETS REQUIREMENTS		REQUIRES IMPROVEMENT
		Consistently	Occasionally	High	Average	
	Demonstrates accuracy and thoroughness in written and oral communications		✓			
	Communicates concisely with due regard for clarity of expression	✓				
	Expresses thoughts directly and succinctly in oral communications	✓				
✓	Demonstrates logical thought processes and readibility in written communications					

STRENGTHS AND SUGGESTIONS FOR IMPROVEMENT:

Basis	ADMINISTRATIVE/ORGANIZATIONAL SKILLS	EXCEEDS REQUIREMENTS		MEETS REQUIREMENTS		REQUIRES IMPROVEMENT
		Consistently	Occasionally	High	Average	
	Demonstrates the ability to understand the overall scope of projects/assignments	✓				
	Effectively plans work detail within project scope	✓				
	Meets deadlines	✓				
	Demonstrates the ability to anticipate and forestall problems; keeps superiors appropriately advised		✓			
	Effectively utilizes resources, i.e., available personnel and service departments	✓				

STRENGTHS AND SUGGESTIONS FOR IMPROVEMENT:

No Basis	BUSINESS CONDUCT	EXCEEDS REQUIREMENTS		MEETS REQUIREMENTS		REQUIRES IMPROVEMENT
		Consistently	Occasionally	High	Average	
	Maintains businesslike manner	✓				
✓	Maintains business confidences					
	Responds constructively to suggestions or critiques of work	✓				
	Follows instructions	✓				
	Demonstrates initiative, self-motivation, enthusiasm	✓				
	Demonstrates logical thought process	✓				
	Displays sound judgment and common sense	✓				
	Performs well under pressure	✓				
	Demonstrates tact and diplomacy in business relationships	✓				
	Maintains a poised and professional appearance		✓			
	Displays the ability to win the confidence and respect of others	✓				
	Observes office/division policies and procedures	✓				

STRENGTHS AND SUGGESTIONS FOR IMPROVEMENT:

No. Basis		EXCEEDS REQUIREMENTS		MEETS REQUIREMENTS		REQUIRES IMPROVEMENT
		Consistently	Occasionally	High	Average	
	OVERALL RATING OF PERFORMANCE	✓				

IN WHAT WAYS HAS THIS INDIVIDUAL'S PERFORMANCE CLEARLY EXCEEDED THE JOB REQUIREMENTS?

IN WHAT AREA(S) OF THE JOB SHOULD THIS INDIVIDUAL STRIVE MOST TO IMPROVE PERFORMANCE DURING THE NEXT REVIEW PERIOD?

Goal	Steps I will take to assist in accomplishing this goal:	Target Date (if appropriate)
Writing skills Personal training		

I have discussed this rating with the individual concerned. His/Her reaction was:

PLEASED _____ RECEPTIVE _____ NONCOMMITTAL _____ DISPLEASED _____

(Signed) Rick Chavez Date 8-23-90

Supervisor/Executive

Noted By: _____ Date _____

Individual Reviewed

Adrian Forte - Evaluation
(May 21, 1990 to August 24, 1990)

Job Knowledge

Strengths and suggestions for improvements

You have demonstrated excellent job knowledge throughout your work with the DEC Group. You consistently understood and delivered on all your assignments. Your work shows good creativity and is on time.

Take advantage of all training opportunities presented to you. Never pass up a chance to learn.

Communication Skills

Strengths and suggestions for improvements

You are an effective communicator. Your oral communication skills are well developed; you are concise and understandable. You have also demonstrated a good ability (after initial guidance) to develop presentation material that is organized and well thought out.

Administrative/Organizational Skills

Strengths and suggestions for improvements

Through your work in organizing the presentation library, you have shown you understand the importance of having information accessible and that you understand how to make information more usable. You have consistently met the deadlines placed before you even in extraordinary circumstances. Continue to keep your supervisors up to date on your progress -- problems can never happen if the issues are foreseen.

Business Conduct

Strengths and suggestions for improvements

You have consistently displayed outstanding business judgement, conduct, tact, and ability to perform under pressure. Continue to respond to the work environment in a professional manner.

In what ways has this individual's performance clearly exceeded the job requirements?

Adrian clearly demonstrated excellent knowledge and learning ability for the technical environment. He has shown outstanding skill in the MacIntosh world; an environment new

to him prior to this assignment. He established himself as a key MacIntosh resource for the DEC Group in developing presentations and graphic documents.

Adrian has performed very well under tight schedules always meeting the deadline.